

MAINTENANCE REPAIR SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
4280(3205)	Maintenance Repair/Worker	15	170	6 mo.	04/19/96
1839	Maintenance Repair Foreperson	15	170	6 mo.	04/19/96

Promotional Line: 47, 28

Series Narrative

Employees in this series perform and/or supervise maintenance of campus structures and furnishings. Work is of a non-technical and semi-skilled level, requiring less than a journeyman level of expertise in all areas.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Maintenance Repair/Worker **4280**

Employees at this level perform, or assist in performing, a variety of non-technical and semi-skilled manual tasks, some of which may be mechanical or building tasks, but requiring knowledge and skill below the journeyman level. The employees work under direct supervision from a designated supervisor.

A Maintenance Repair/Worker typically--

1. assists in the upkeep and repair of grounds and buildings
2. assists in the repair and maintenance of buildings, equipment, and machinery which may include operating repairs to electrical equipment and appliances, oil burners, gas stoves, and refrigerators
3. assists in the maintenance and construction of roads, walks, and other work of a general maintenance character
4. handles lumber, tools, and other materials
5. performs carpentry, masonry, painting, roofing, and plumbing tasks below the journeyman level
6. performs related duties as assigned

Level II: Maintenance Repair Foreperson **1839**

Employees at this level perform and supervise staff at the lower level of this series in the performance of a variety of non-technical, semi-skilled maintenance-related tasks, some of which may be mechanical or building tasks, but requiring knowledge and skill below the journeyman level. The employees work under direct supervision from a designated supervisor.

A Maintenance Repair Foreperson typically--

1. supervises a staff of Maintenance Repair/Workers; coordinating work, prioritizing tasks and allocating responsibilities between staff and self accordingly
2. performs work designated in the lower level of this series
3. serves as liaison to other unit supervisors and forepersons, such as craft foreman, for best allocation of resources; may make recommendations to unit supervisors for follow-up repairs
4. inspects work upon completion and ensures satisfaction of customers
5. maintains records and files on repairs and work progress
6. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Maintenance Repair/Worker **4280**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. two years of mechanical and/or electrical experience

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. high mechanical aptitude

Level II: Maintenance Repair Foreperson **1839**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation (or equivalent)
2. six years of mechanical and/or electrical experience

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to perform a variety of semi-skilled tasks of the building and mechanical trades below the journeyman level
2. ability to operate heavy equipment, such as forklifts and boom trucks
3. high mechanical aptitude
4. supervisory ability

Maintenance Repair/Worker
Maintenance Repair Foreperson

(EDITED)
(NEW)